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Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080018-3

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Assistant Director for Liaison

The position of the Assistant Director for Liaison has been nominated for allocation as a GS-16. On that basis the Office of Finance has requested allocation of position 0862 at GS-15. Both positions are found to be strong in terms of level and nature of contacts in the Departments of State and Defense. As a rule, the Chief handles the State Department liaison while the Deputy handles the same level of activity in the Defense Department. The major distinguishing factor between the two positions is placement of overall managerial responsibility for liaison in the position of Assistant Director for Liaison. While the second position evaluates at a high level of responsibility and authority, a distinction of one grade between the two positions is valid. However, action is being deferred pending final resolution of the Supergrade Study.

One minor deficiency in staffing was noted for which remedial action is apparently planned. There is insufficient back up at present for the Accountant position (0679). Information was presented which indicated the incumbent of the GS-09 Voucher Examiner position is to be trained and used for backup to the accounting function. It is recommended the training and broadening of responsibility be accomplished at the earliest opportunity.

Current: Position 0862 (1), Accountant, GS-14

PMCD Recommendation: (1), Accountant 7, GS-14

As defined above reallocation of this position is being deferred pending possible allocation of the Chief's position to GS-16. Should the supergrade allocation become fact, this position will be reviewed

for possible allocation to GS-15.

Current: Position 0897 *1, Finance Assistant, GS-09

PMCD Recommendation: (1), Secretary-Steno, GS-07

This position was found to be functioning as a secretary rather than as a Finance Assistant and is allocated accordingly.

Current: Position 0718 (1), Voucher Examiner, GS-09

PMCD Recommendation: *1, Finance Assistant, GS-09

This position was found to be performing financial duties of a broader nature than voucher examination and is retitled to better fit the kinds of functions required. The grade of the position at GS-09 is appropriate in relation to the level of duties. An indicator of supervisory responsibility was removed from this position in a recent review since it was not found to be performing such functions.

Current: Position 0930 (1), Secretary-Steno, GS-07

PMCD Recommendation: (1), Secretary-Steno, GS-06

In accordance with the established secretarial grade pattern and in relation to the duties performed by the incumbent of position 0897, this position is properly equated to GS-06.

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